



Iowa Telecommunications and Technology Commission (ITTC)

During the 1994 legislative session, the Iowa General Assembly passed and the Governor signed Senate File 2089. By statute, a three member telecommunications and technology commission is established with the sole authority to supervise the management, development, and operation of the Iowa Communications Network and ensure that all components of the network are technically compatible. The commission will ensure that the network operates in an efficient and responsible manner for the purpose of providing the best economic service attainable to the network users consistent with the state's financial capacity. The commission will ensure that educational users and the use, design, and implementation for educational applications be given the highest priority concerning use of the network. The commission will provide for the centralized, coordinated use and control of the network. In 1996, the General Assembly expanded the commission membership to five.

- Code of Iowa, Chapter 8D can be located at www.legis.iowa.gov/DOCS/ACO/IC/LINC/Chapter.8d.pdf.
- The ITTC Administrative Rules can be found on the Iowa Legislature website at www.legis.iowa.gov/IowaLaw/AdminCode/chapterDocs.aspx?&agency=751

Education Telecommunications Council (ETC)

By statute, an 18 member education telecommunications council was created to establish scheduling and site usage policies for educational users of the network, coordinate the activities of the regional telecommunications councils, and develop proposed rules and changes to rules for recommendation to the commission. The council will also recommend long-range plans for enhancements needed for educational applications.

8D.5 Education telecommunications council established — regional councils established.

1. *An education telecommunications council is established. The council consists of eighteen members and shall include the following: two persons appointed by the state board of regents; two persons appointed by the Iowa association of community college trustees; two persons appointed by the area education agency boards; two persons appointed by the Iowa association of school boards; two persons appointed by the school administrators of Iowa; two persons appointed by the Iowa association of independent colleges and universities; two persons appointed by the Iowa state education association; three persons appointed by the director of the department of education including one person representing libraries and one person representing the Iowa association of nonpublic school administrators; and one person appointed by the administrator of the public broadcasting division of the department of education. The council shall establish scheduling and site usage policies for educational users of the network, coordinate the activities of the regional telecommunications councils, and develop proposed rules and changes to rules for recommendation to the commission. The council shall also recommend long-range plans for enhancements needed for educational applications. Administrative support and staffing for the council shall be provided by the department of education.*
2. *A regional telecommunications council is established in each of the merged areas established pursuant to chapter 260C consisting of nine members, including one member each to be appointed by each of the appointing authorities under subsection 1. Additional ex officio, nonvoting members may also be appointed to the regional telecommunications councils. The regional telecommunications councils shall advise the education*

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telecommunications council on the assessment of local educational needs, and the coordination of program activities including scheduling. The community college located in the merged area of a regional telecommunications council shall staff and facilitate the activities of the council. The community college and the council may enter into a chapter 28E agreement for such arrangement.

3. *The community college in each of the merged areas shall be responsible for switching of Parts II and III of the network and for facilitating the organization and meetings of the regional telecommunications council.*



RTC Merged Regions

Chapter 15 Advisory Councils, Committees and Groups

751—15.1(8D) Meetings for advisory councils, committees and groups. Any advisory councils, committees or groups established by Iowa Code chapter 8D or at the direction of the commission must meet at least twice annually. If any of these groups fail to meet and advise or provide recommendations to the commission, the commission may appoint new members to the advisory councils, committees or groups or as otherwise provided by law.

751—15.2 (8D) Attendance by members. Each advisory council shall establish attendance policies for its members subject to approval by the commission. In the event the commission, through the recommendations of an advisory council, a committee or group, removes a member from an advisory council, a committee or group, the commission may replace that member immediately.

751—15.3(8D) Duties of advisory councils, committees and groups. The advisory councils, committees and groups at a minimum shall have the following duties:

15.3(1) Develop rules. Develop proposed rules for commission consideration regarding use of and access to the network. The commission may refuse to approve and adopt a proposed rule, and upon such refusal, shall return the proposed rule to the advisory group proposing the rule with a statement indicating the commission's reason for refusing to approve and adopt the rule.

15.3(2) Prepare reports. As requested from time to time by the commission, provide information, reports and perform special projects to assist the commission in completing its mission.

15.3(3) Provide notices of meetings and minutes of meetings.

a. Each advisory council, committee or group shall prepare minutes of its meetings and submit the minutes to the commission within 60 days of the date of the meeting for posting on the Iowa communications network Web site.

b. Each advisory council, committee or group shall provide notice of its meetings to interested parties identified by the commission or the advisory council, committee or group. An advisory council, committee or group shall submit an electronic agenda and notice to the ICN one week prior to a scheduled meeting for posting on the Iowa communications network Web site.

15.3(4) Develop mission statement. Each advisory council, committee or group shall prepare a written mission statement. The mission statements shall be filed with the commission.

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15.3(5) Scheduling and site usage policies. Subject to approval by the commission, the advisory councils, committees and groups shall establish site and usage policies for authorized users of the network.

751—15.4(8D) Additional duties of education telecommunications council. The council shall coordinate the activities of the regional telecommunications councils. The council shall also recommend long-range plans for enhancements needed for educational applications.

751—15.5(8D) Additional duties of regional educational telecommunications council. The regional telecommunications councils shall advise the education telecommunications council on the assessment of local educational needs and the coordination of program activities including scheduling. The community college located in the merged area of a regional educational telecommunications council shall staff and facilitate the activities of the council.

RTC Coordination Overview

- Develop a budget, assign a fiscal agent and manage distribution of appropriated funds.
- Schedule a minimum of two (2) meetings per fiscal year.
- Elect chairperson, vice-chairperson and secretary at least bi-annually.
- Take attendance at meetings and include in minutes. Non-attendance needs to be reported to the ETC representative who will inform the appointing agency. Members who wish to resign should contact the appointing agency.
- Follow open meeting laws. Meeting notices must be submitted to ICN at least one week prior to the scheduled meeting.
- Give full consideration to utilizing ex-officio members as valuable resources; for example, telemedicine, library, and National Guard reps.
- Work with RTC coordinators/chairs, with ETC and with ICN staff to provide input on various policies established by the RTC, ETC, ITTC concerning educational telecommunications.

Q - Is it important that I attend all RTC meetings?

Each RTC is required to meet twice a year, and encouraged to utilize the ICN network to conduct meetings. All regional plans and reports must be approved by a quorum of members within each RTC region. **(A quorum is 6 of the 9 members (Code of Iowa, Chapter 4.1(25)).** Being present at regular meetings is an important aspect for each region to conduct regular business.

- a) RTC members involved in the tracking elements required to receive funding should abstain from voting, since the involvement of the support function is an element reviewed for funding by the ITTC.

Q - Where can I find additional information?

- Iowa Communications Network – www.icn.iowa.gov
- Regional Telecommunications Council (RTC) website – <http://icn.iowa.gov/about-icn/commission/rtc-appropriation>
- Membership Listing for ETC and RTC – www.iptv.org/iowa_database/governing.cfm
- Code of Iowa, Chapter 8D can be located at www.legis.iowa.gov/DOCS/ACO/IC/LINC/Chapter.8d.pdf.
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